

## THE GOAL

To Guide the process of preparation and receipt of products draped on hanger by suppliers, to allow greater agility to the immediate availability in Stores by sales area.

## APPLICATION

This instruction has national coverage and refers exclusively to the DAY LINGERIE products that uses disposable hangers (one way), involving the direct responsibility of the following areas:

- SHOPPING- DAY LINGERIE, negotiating with Suppliers to establish the commercial conditions and adherence to this process;
- STORES, concerning the placing of the products at the point of sale;
- DISTRIBUTION CENTER – DC/QUALITY CONTROL, concerning the control of the fulfillment of this process by Suppliers.

## PROVISIONS

### 1. PRODUCTS TO BE HANGED AND HANGER MODELS

- 1.1. Only DAY LINGERIE products are to be hanged by Suppliers, except for parts with selling price under R\$4.99 (Four reais and ninety nine cents);
- 1.2. The hangers used for this operation must be of the "One Way" (disposable) type, since the company has no interest in retaining or keeping stocks of these hangers in stores, the reason being that no savings is obtained in maintaining these hangers.
- 1.3. Once the hangers are disposable, they should not be removed when products are sold, but should be delivered to customers along with the products.
- 1.4. The hangers used in this operation are of OW01 model (grey hanger with square hook and embossed Logo Marisa).

Picture 1 - Model OW01



## 2. RELATIONSHIP WITH THE SUPPLIER

- 2.1. This hanging process should be carried out by product Suppliers according to the characteristics described in this instruction statement.
- 2.2. Obtaining, keeping custody and maintaining the hangers stocks is the supplier's responsibility.
- 2.3. Hangers should be bought by the supplier directly from the manufacturer appointed by Marisa, according to prices and conditions previously established between the manufacturer and Marisa.

**Note: this process gives the Supplier the benefit of obtaining price and delivery conditions he wouldn't get if he took his own approach.**

a) The cost of the hanger may be added to the cost of the part for negotiating purpose between the supplier and Marisa.

b) When the products are invoiced to Marisa, that particular cost should not be removed, but, instead, considered as one input for the manufacture of the product.

2.4. **Exceptionally, in a situation always to be avoided, the Supplier may get the hangers from Marisa, if and only when the manufacturer is in shortage of supplying a particular Supplier, being Marisa then considered as a facilitator to the process. Thus, in so being:**

- a) All transaction between Marisa and any Supplier concerning hangers shall be Invoiced on simple consignment terms.
- b) The supplier cannot add the cost of the hanger to the purchase price of the part.
- c) When the selling price of products is set up by Marisa, the value of the hanger should be included so as to allow calculating the margin.

## 3. DELIVERY OF PRODUCTS

- 3.1. Products shall be draped on hangers by Supplier, according to the criteria set out in this instruction, also disclosed in the Supplier's Manual.
- 3.2. The products must be wrapped in boxes according to quantities established by basic "packs" pattern, following Marisa standard procedure, keeping in mind the following peculiarities:

a) Products must be wrapped in plastic bags, disposed in boxes, arranged by size.

c) All further requirements concerning product packaging remain unchanged.

- a) Size: 243 mm (+/-3 mm);
- b) Height: 70 mm;
- d) Weight: 12 grams (+/-0.5 grams);
- e) Thickness – Trim – 2.3 mm (+/-0.2 mm);
- f) Features – Supplier Logo, date stamp and default color.
- g) Pantone: 423C

Picture 2 - Model 0W01

